



DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT  
FREDERICK COUNTY, MARYLAND

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[www.FrederickCountyMD.gov/Housing](http://www.FrederickCountyMD.gov/Housing)

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HOUSING CHOICE VOUCHER (HCV) PROGRAM

***Voucher Program: FACTS, RULES, and OBLIGATIONS***

**GENERAL GUIDELINES:**

- You will always pay about 40% of your income towards your housing costs
- Your income portion (your payment) will be put towards your utilities first and then to rent
- The Housing Office does not get involved with security deposits or with utility companies
- Every year, you will be re-certified for program eligibility and your unit will be inspected
- You must attend and be prepared for all appointments scheduled by Housing
- All information that you give us, written or verbal, must be true and complete - it can be considered felony fraud to give false information
- Read your mail – if we have sent it, you are responsible for the information

**YOU MUST:**

- Pay your Utilities and any Rent portion on time and as required
- Report Any & All Financial Changes in your household income  
in writing & within 14 days using the Interim Change Form
- Provide any documentation as requested
- Comply with your lease

**YOU MUST NOT:**

- Give Housing any false information
- Allow ANY person who is not an approved member of your household and/or part of your lease to stay in your unit more than occasionally: that means no live-in boyfriends/girlfriends, nephews, nieces, grandchildren, etc.
- Cause any damage to your unit above normal wear & tear. Be aware, we must provide a prospective landlord with your current/previous landlord's contact info – how will your landlord describe you?

**BEWARE:**

- Drugs will take your voucher away: If you, a household member, or a guest in your unit are involved in any illegal drug-related activity, or if any drugs are found in your unit, we will terminate your voucher.
- Not telling us about your household income will cost you: at best, you will have to repay money to us / at worst, you will face felony fraud charges.

FAILURE TO COMPLY WITH THE REQUIREMENTS OF THE HOUSING CHOICE VOUCHER PROGRAM (SECTION 8) CAN  
RESULT IN TERMINATION OF ASSISTANCE AND/OR CRIMINAL PROSECUTION.

(over)

## **DEFINITION OF COMMON PROGRAM TERMS:**

### **VOUCHER PAYMENT STANDARD:**

The federal government sets this as the maximum amount of assistance that Housing may provides towards your Housing Costs; it is not the amount that you automatically get.

### **TOTAL HOUSING COST: THE CONTRACT RENT FOR THE UNIT PLUS THE UTILITY ALLOWANCE FOR THE UNIT**

**CONTRACT RENT:** This is the Monthly Rent that the owner is charging for the unit.

**UTILITY ALLOWANCE:** This is the estimated cost of the utilities for the unit. It is determined for each specific unit by a HUD chart of values that considers the unit size & type, the type of utility, and who is going to pay for the utility. This calculation is done when the tenancy paperwork (RFTA) is submitted.

### **HOUSING ASSISTANCE PAYMENT (HAP):**

This is the rent subsidy payment that Housing pays the Owner.

### **UTILITY REIMBURSEMENT (UR):**

If the client is eligible for this, it is a payment from Housing to the tenant that is for the tenant to use towards utility payments. Housing does not pay any utilities directly.

### **TENANT PAYMENT SHARE (TTP):**

This is the amount of monthly adjusted income that a tenant will pay towards their Total Housing Cost. It will be between 30-40% of the adjusted income and it is applied to utilities first and then to a portion of the rent.

## **MOVING:**

If you wish to move to another unit, you must submit our Notice to Vacate Form (signed by you and landlord) and get a Voucher to Move.

## **PORTABILITY:**

Your Housing Choice Voucher is part of the nation-wide Housing Choice Voucher Program. Therefore, under approved circumstances, your family may choose to move to another jurisdiction anywhere in the country and another agency will administer your Voucher.

### **Key Portability Provisions:**

- The program family must be in good standing and in compliance with all program requirements in order for a port action to be approved and processed.
- Family may move anywhere within the state of the issuing agency or across state boundaries.
- Housing agency cannot limit the number of families that move under this option.
- Families are limited to moves in areas with a Housing Authority administering a Voucher program.
- There is no portability between Frederick County and Frederick City.

### **If you want to Port Out of Frederick County:**

If you wish to relocate to an area outside of Frederick County, you will need to contact this office. You will need to have identified the area that you would like to move and the agency that administers the program for that jurisdiction. After completing the required processes, we will, at your request, forward the necessary paperwork to the desired jurisdiction.

## **PROGRAM TERMINATION:**

Clients who violate the program and/or their lease are subject to Program Termination. This means that you are removed from the program; you lose your housing assistance and will likely be ineligible for other housing assistance for 5 years.

**If you receive a Termination of Assistance Notice: most likely it will not be a surprise. Generally, we have either confirmed violations you knew about or you failed to respond to a warning notice from us.**

Clients do have the right to an appeal of their program termination and request an Informal Administrative Hearing of the case before a Hearing Officer. The Hearing Officer will hear testimony/evidence from both Housing staff and the client and will make a determination to uphold or overturn the Termination.